

**U.S. SECURITIES AND EXCHANGE COMMISSION
PUBLIC NOTICE OF VACANCY**

NUMBER: ESHA-03-087-DC

Opens: December 3, 2003

Closes: December 23, 2003

Staff Accountant, SK-510-14

GRADES/SALARIES: SK-14 (\$102,962 - \$131,913 per annum)

Promotion Potential: SK-14

This is a bargaining unit position.

OFFICE: Division of Enforcement

VACANCIES: Multiple

APPOINTMENT: Career-Conditional

SCHEDULE: Full time

This position involves approximately 20% travel. U.S. Citizenship is required. Moving Expenses will not be paid

WHAT WORK WILL YOU PERFORM

As a Staff Accountant, you will,

- Provide professional and technical advice in the areas of financial analysis, accounting principles and auditing standards.
- Assemble, correlate, study and analyze data obtained and prepare reports on facts developed. Apply theories, concepts and practices of accounting in the enforcement of securities industry regulations.
- Review audit workpapers to determine if examinations were conducted in accordance with generally accepted auditing standards. Handle only the most complex and difficult cases that generally involve probable administrative, civil or criminal proceedings.
- Resolve problems involving complex accounting and auditing in connection with investigations of entities within the securities industry. Participate in the definition of the scope of investigations and reviews and evaluates financial and auditing data encountered in the conduct of investigations.
- Make recommendations as to whether enforcement action should be taken. Interview and examine persons who are subject to investigation. May testify as an expert witness.

BENEFITS: SEC provides the following benefits - Thrift Savings Program, Federal Employees' Health Benefits Program, Work Life Programs, Federal Employees' Group Life Insurance Program, Annual and Sick Leave, Long Term Disability, and Flexible Spending Account.

What Are The Qualification Requirements

Candidates must meet the Basic Requirements and Specialized Experience below.

Basic Requirements

1. Degree in accounting, business administration, finance, or public administration that included 24 semester hours in accounting and/or auditing subjects, 6 semester hours can be in business law; OR
2. Four or more years of accounting/auditing experience; OR
3. Equivalent combination of accounting experience and college-level education.

If you meet #2 or #3 above, you also must have:

- a) 24 semester hours in accounting/auditing courses (up to 6 semester hours can include business law);
- b) a CPA or CIA obtained through written examinations; OR
- c) completion of a degree with at least 15 semester hours in accounting/auditing, provided that the candidate has successfully worked at the full performance level in accounting, auditing, or a related field; or have certification from at least two higher level professional accountants or auditors that the candidate's accounting experience equals the knowledge associated with a 4-year accounting/auditing degree.

Specialized Experience:

One full year of specialized experience at a level of difficulty equivalent to the next lower grade (GS/SK-13) in the Federal service or private sector. Current GS/SK-14 level applicants may apply for competitive reassignment. Specialized experience is work in which candidates can show: (1) experience conducting audits, reviews, or assessments of novel issues involving public companies that are subject to federal securities regulations and accounting principles or auditing standards; (2) experience evaluating financial statements and reports of public companies and recognizing accounting deficiencies and implications of novel transactions for compliance with federal securities laws; (3) experience conducting audits and/or due diligence reviews of public companies, and prepare and present comprehensive reports or oral presentations on accounting and auditing issues; and (4) experience examining books and records and assessing information in support of recommendations of actions to be taken.

This experience may have been acquired in positions requiring a thorough knowledge of public accounting relating to SEC financial reporting and disclosure requirements and the securities laws, or positions detecting internal audit control deficiencies and financial fraud in the enforcement of securities industry regulations.

Substitution of Education: None

ICTAP ELIGIBLES

If you are a displaced Federal employee, you must attach to the front of your application proof of eligibility such as an SF-50 and/or RIF letter. If you are a displaced Federal employee separated within the local commuting area of the position, your application will be reviewed to determine whether you meet the minimum qualification requirements and, if you are found minimally qualified, then your application will be rated to determine whether you meet the well-qualified criterion established for the position. A well-qualified displaced employee will be referred before any other qualified candidates. ICTAP eligible candidates will be evaluated against the following factor to determine if they are well qualified:

For SK-14:

Demonstrated experience evaluating financial statements and reports of public companies and recognizing accounting deficiencies and implications of novel transactions for compliance with federal securities laws.

HOW TO APPLY

Candidates **MUST** submit:

- A résumé; the Optional Application for Federal Employment; or any other written format of your choice which clearly identifies; 1) The announcement number, title, series, and grade of the job you applied for and 2) Information required in the attached SEC Employment Guide. If you are a Federal employee please be sure to provide your current position title, series, grade and step and date of your last within grade increase or promotion.
- Veterans should provide a copy of a DD-214 verifying honorable military service.
- Where appropriate, transcript (proof of degree with appropriate courses) must be provided by time of interview.

If you do not provide all the information requested, you may lose consideration for this position. None of these forms will be subsequently loaned or returned to applicants.

FILING APPLICATIONS

Applications must be received in the U.S. Securities and Exchange Commission, Office of Administrative and Personnel Management, 6432 General Green Way, Alexandria, VA 22312, no later than announced closing date as cited above. For consideration, applicants must meet qualifications on or before date of cut off specified during time of application.

WHERE TO SEND APPLICATIONS

*U.S. Securities and Exchange Commission
6432 General Green Way, Mail Stop 0-1-A
Alexandria, VA 22312
Attention: Buddy Smallwood
FAX: 703-914-4230*

FOR ADDITIONAL VACANCIES THAT MAY BE AVAILABLE VISIT: WWW.SEC.GOV/JOBS.SHTML

Security Clearance: The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment or selection to another position.

EQUAL EMPLOYMENT OPPORTUNITY

Candidates will be considered without regard to any non-merit reason such as race, color, religion, age, sex, sexual orientation, national origin, or disability. Disabled veterans, individuals with disabilities and veterans eligible for special OPM appointing authorities are strongly encouraged to apply.

SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OAPM. The decision on granting reasonable accommodations will be on a case-by-case basis.

**ESHA JOB POSTING
EMPLOYMENT GUIDE**
U.S. Securities and Exchange Commission
Office of Administrative and Personnel Management (Mail Stop 0-1-A)
6432 General Green Way
Alexandria, VA 22312

Thoroughly read this guide and provide all information requested.

The information you give is very important because it will help us determine whether you meet the legal requirements for Federal employment and it allows us to evaluate your qualifications for the position.

**JOB
APPLICATION**

- Apply by submitting a résumé or *Optional Application for Federal Employment* (OF-612).
- Place in the top right corner of each page of your application: job title, grade and job announcement number and geographic location of the position for which you are applying.
- If the job is being advertised at more than one geographic location, a separate application is required for each location.

**LEGAL
REQUIREMENT
S**

- Provide your social security number, name, address, home and office phone numbers.
- United States citizenship is required. You must state in your application that you are a U.S. citizen.
- Males over age 18 born after December 31, 1959 must be registered with the Selective Service System or have an exemption.

**EDUCATION &
TRAINING**

- List any formal education received in an accredited institution. Give full name and address of high school, college, university, law school; type of certificate, diploma, or degree; grade point average; and month, year degree earned (or when you expect to earn your degree).
- You must submit a copy of or the official college transcript if the job announcement requires it.

EXPERIENCE

- List the job title of your position; name and address of employer; and, supervisor's name and telephone number. You must show beginning and ending employment dates in month and year (i.e., March 2000, 3/00 or 3/2003). You must show average hours worked per week and starting, ending and/or present salary.
- Describe (with examples) any work experience related to the specialized experience required by the vacancy announcement. Be explicit about what work you did and what kinds of skills you used in doing it; evaluators of your qualifications cannot read meaning into what you write. Do not assume that the evaluator will understand what work you have done just based on your title, the kind of business you were involved in, or the name of your organization or company.
- **Indicate whether we may contact your present and previous employers.**
- If you are currently or were formerly employed as a civilian in the Federal Government, indicate the highest grade held.

**MANDATORY
SELECTIVE
FACTOR
EVALUATION
PROCEDURES**

- If a mandatory selective factor is present in the job announcement, candidates must meet it in order to be given consideration for the position.
- A Human Resources Specialist will evaluate your application to determine whether you meet the minimum qualifications (and any mandatory selective factor) specified on the vacancy announcement. All minimally qualified candidates will be referred to the selecting official who will make the final hiring decision.

**SPECIAL
SELECTION
PRIORITY**

- This applies only to current or former career or career conditional Federal employees affected by reduction-in-force (RIF). Review your specific RIF notice about your rights and period of eligibility for special priority selection under the Interagency Career Transition Assistance Plan (ICTAP).
- To receive special selection priority as a Federal employee, you must: (1) apply timely for a specific job announcement with no greater promotion potential than the position from which you have been or are being separated; (2) occupy or be displaced from a position in the same

**FILING A JOB
APPLICATION**

**WHERE TO
SEND YOUR
APPLICATION**

local commuting area of the vacancy for which you are requesting priority consideration; (3) have a current (or last) performance rating of record of at least fully successful; and (4) determined to be well-qualified as a displaced Federal employee for the SEC position.

- If you meet the SEC's well-qualified criterion, your application will be referred to the selecting official before any other qualified candidate inside or outside the Federal Government.

You may:

1. Mail your application (or applications if applying for more than one geographic location) through the U.S. Postal Service. Mailed applications must be received by the closing date stated on the announcement.
2. E-mail or fax your application (or applications if applying for more than one geographic location) to the e-mail address or phone number listed on the announcement. Applications must be received by the closing date specified on the announcement.

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Fax Number: 703-914-4230

E-mail: APPLY@SEC.GOV